

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0138

**ISSUE DATE:** October 11, 2013

**TITLE:** Technical Assistant 3, Community Affairs

**CLOSING DATE:** October 25, 2013

**DIVISION/UNIT:** Codes and Standards / Bureau of Code Services

**LOCATION:** DCA Building, 101 S Broad Street 4<sup>th</sup> floor Trenton

**SALARY RANGE:** A14 / \$37,118.18-\$52,061.96

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:**

Under the direction of a supervisory official in the Department of Community Affairs, Division of Codes and Standards, Bureau of Code Services performs complex technical duties requiring the independent application of the rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.

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**REQUIREMENTS**

**EXPERIENCE:**

Three (3) years of experience in providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

**NOTE:** Applicants who do not possess the required experience may substitute education at an accredited college or university for the experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☐ A promotable eligible exist within the unit scope.
- ☐ A promotional or open competitive list exists.
- ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0138  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**